

Your Name

Email

99 Example Street, Example Town, Example City, Zip Code

Phone/Cell Number · Email

Objective

To seek a position with [Company Name] as a successful Project Manager. To utilize my expertise in project life cycles, planning, executing, controlling and closing projects delivering business value and delighting stakeholders.

Professional Experience

IT Project Manager

Company | Example City

MM.YY - MM.YY

- Took charge of a multi-million systems integration which was successfully rolled out across 15 locations
- Successfully managed and won bid and project for six-figure project definition and design phase
- Managed of 60 employees across 4 locations including large offshore and third party contractors
- Led a team of technical staff through defining the requirements for several support applications for the use of customer services staff

Assistant Project Manager

Company | Example City |

MM.YY - MM.YY

- Promoted from IT Technician to Assistant Project Manager, ahead of 13 other internal and external candidates
- Planned and designed a disaster recovery strategy for the company, a project which was highly commended by the management team
- Analyzed system requirements and developed a backup and restoration resolution in a 20% increase in system efficiency
- Produced detailed training documentation which aided a new system installation that was distributed to all staff members

IT Technician

Company | Example City

MM.YY - MM.YY

- Relocated the network and office equipment including phone services resulting in a 50% cost reduction
- Provided database training in the company's Head Office for all the sales teams helping towards a 35% increase in company profits

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Technical Skills

Microsoft Office
Microsoft SharePoint
SQL
Java Scrip
Visual Basic
Cisco Pix Firewall

Microsoft Project
PHP
XHTML
CSS
Oracle

Certificates

Prince 2 Certified
Project Management training (PMP) certification.
Microsoft Certified Professional (MCP)

Memberships

Name of Association

EDUCATION

Name of Institution- Location
Degree/Diploma/Certificate

Date

References are available on request.